

SiteManager **Training Manual**



Module D
Chapter 2

Contractor Payments
Estimate (+)

Viewing the Contract Pay Estimate

Student's Version

Indiana Department of Transportation
December 2007, Version 3.7b

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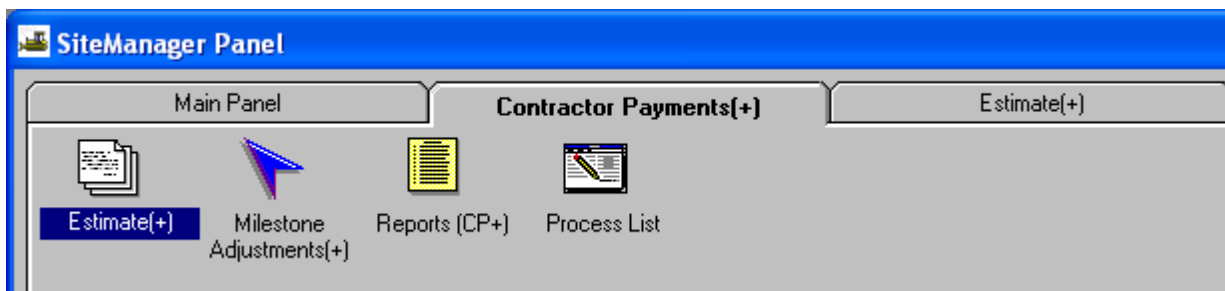
Viewing the Estimate Summary

This module will explain how to view the Estimate Summary.

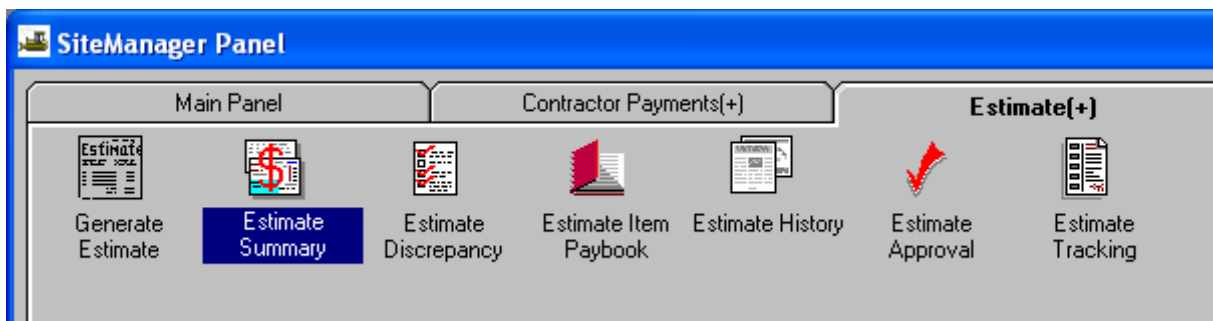
NOTE: Use the UserID: d90bclip and password: pass



“Double-click” on **Contractor Payments (+)** from the Main Panel.



“Double-click” on **Estimate (+)**.



“Double-click” on **Estimate Summary**.

Select Contract and Estimate

Selection

Contract: R -90004
Estimate: 0005, 985.00

Find:

Contract

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location
R -90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK E
R -90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK E
R -90007	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK E

OK Cancel

The Select Contract and Estimate window appears.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** the **County** column shows the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column shows the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is currently not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is currently not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

“Double-click” on the appropriate **Contract ID**.

Select Contract and Estimate

Selection

Contract: R -90004

Estimate:

Find:

Estimate

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat
0005	\$985.00	09/26/07		00/00/00		00/00/00	PEND
0004	\$249.25	07/18/07	d90afaul	07/20/07	d90afaul	07/20/07	APRV
0003	\$2,980.80	08/18/06	d90bclip	09/06/06	d90bclip	09/06/06	APRV
0002	\$95,766.74	08/04/06	d90bclip	09/06/06	d90bclip	09/06/06	APRV
0001	\$25,375.37	07/18/06	d90bclip	08/23/06	d90bclip	08/23/06	APRV

OK Cancel

The **Select Estimate** screen opens containing the following information:

The Lower Panel contains the columns for:

- **Estimate Number:** the pay **Estimate Number** for the data on this line.
- **Net Pay:** the **Net Payment** for this estimate
- **Period End Date:** the **Period End Date** is the final day of the estimate period.
- **PM User ID:** the **PM User ID** is the **SiteManager User ID** of the Project Engineer/Supervisor generating the **Estimate**.
- **PM Appr. Date:** the **PM Appr. Date** is the date the PE/S approved the estimate for payment.
- **Last Appr. User ID:** the **Last Appr. User ID** is the SiteManager User ID of the last person approving the Pay Estimate for Payment. Usually applies only to the **Final Pay Estimates**.
- **Last Appr. Date:** the **Last Appr. Date** is the date that the Last Approver consented to payment of the estimate. Usually applies only to **Final Pay Estimates**.
- **Est. Stat.:** the **Est. Stat.** is the current status of the Pay Request. Status will be shown as either Approved (**APRV**) or Pending (**PEND**).

“Double-click” on the **Estimate Number** to be viewed.

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File Edit Services Window Help

Estimate Summary

Contract ID: Estimate Nbr:

	Previous Estimate(s) (\$)	This Estimate (\$)	Total (\$) To Date
Item Earnings:	\$124,372.16	\$985.00	\$125,357.16
Participating:	\$100,961.09	\$788.00	\$101,749.09
Non - Participating:	\$23,411.07	\$197.00	\$23,608.07
Retainage:	\$0.00	\$0.00	\$0.00
Stockpiled Materials:	\$0.00	\$0.00	\$0.00
Incentive:	\$0.00	\$0.00	\$0.00
Disincentive:	\$0.00	\$0.00	\$0.00
Liquidated Damage:	\$0.00	\$0.00	\$0.00
Other Adjustments:	\$0.00	\$0.00	\$0.00
Paid To Contractor:	\$124,372.16	\$985.00	\$125,357.16

Discrepancies

Deficient Payrolls: ☐ Civil Rights Rpt. Deficiency: ☐ Item: ☐ Other: ☒

Subcontractors Paid: ☐

The overall summary of the estimate selected will appear. The information displayed is:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Estimate Nbr:** the **Estimate Nbr** is the sequential number of the pay estimate data being displayed.

Data for the pay estimate selected is displayed in the columns:

- **Previous Estimate (s) (\$):** the **Previous Estimate (s) (\$)** column contains the combined totals for all previous estimates.
- **This Estimate (\$):** the **This Estimate (\$)** column contains data for the pay estimate selected.
- **Total (\$) to Date:** the **Total (\$) to Date** column contains the sum of the **Previous Estimate** columns and **This Estimate** Column.

Data displayed in the columns includes:

- **Item Earnings:** the **Items Earnings** fields shows the amount paid to the contractor for work performed on contract work items.
- **Participating:** the **Participating** fields shows the amount earned on Federally funded contract work items.
- **Non-Participating:** the **Non-Participating** fields show the amount earned for work on contract items that are not Federally funded.

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File Edit Services Window Help

Estimate Summary

Contract ID: R-90004 Estimate Nbr: 0005

	Previous Estimate(s) (\$)	This Estimate (\$)	Total (\$) To Date
Item Earnings:	\$124,372.16	\$985.00	\$125,357.16
Participating:	\$100,961.09	\$788.00	\$101,749.09
Non - Participating:	\$23,411.07	\$197.00	\$23,608.07
Retainage:	\$0.00	\$0.00	\$0.00
Stockpiled Materials:	\$0.00	\$0.00	\$0.00
Incentive:	\$0.00	\$0.00	\$0.00
Disincentive:	\$0.00	\$0.00	\$0.00
Liquidated Damage:	\$0.00	\$0.00	\$0.00
Other Adjustments:	\$0.00	\$0.00	\$0.00
Paid To Contractor:	\$124,372.16	\$985.00	\$125,357.16

Discrepancies

Deficient Payrolls: ☐ Civil Rights Rpt. Deficiency: ☐ Item: ☐ Other: ☒

Subcontractors Paid: ☐

- **Retainage:** the **Retainage** fields show the amount being withheld as **Retainage**.
- **Stockpiled Materials:** the **Stockpiled Materials** fields show the dollar value of material in stockpiles on site but not installed in the works.
- **Incentive:** the **Incentive** fields show the amount of contract specified **Incentives** assessed. Not utilized by INDOT.
- **Disincentive:** the **Disincentive** fields show the amount of contract specified **Disincentives** assessed. Not utilized by INDOT.
- **Liquidated Damages:** the **Liquidated Damages** fields show the amount of **Liquidated Damages** charged against the contract.
- **Other Adjustments:** the **Other Adjustments** fields show the amount of adjustments or corrections to the contract earnings other than those indicated above.
- **Paid to Contractor:** the **Paid to Contractor** fields show the actual amount **Paid to the Contractor**.

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File Edit Services Window Help

Estimate Summary

Contract ID: R-90004 Estimate Nbr: 0005

	Previous Estimate(s) (\$)	This Estimate (\$)	Total (\$) To Date
Item Earnings:	\$124,372.16	\$985.00	\$125,357.16
Participating:	\$100,961.09	\$788.00	\$101,749.09
Non - Participating:	\$23,411.07	\$197.00	\$23,608.07
Retainage:	\$0.00	\$0.00	\$0.00
Stockpiled Materials:	\$0.00	\$0.00	\$0.00
Incentive:	\$0.00	\$0.00	\$0.00
Disincentive:	\$0.00	\$0.00	\$0.00
Liquidated Damage:	\$0.00	\$0.00	\$0.00
Other Adjustments:	\$0.00	\$0.00	\$0.00
Paid To Contractor:	\$124,372.16	\$985.00	\$125,357.16

Discrepancies

Deficient Payrolls: ☐ Civil Rights Rpt. Deficiency: ☐ Item: ☐ Other: ☒

Subcontractors Paid: ☐

The lower portion of the window contains several indicators for possible Pay Estimate **Discrepancies**. The appearance of a **Discrepancy** could hinder and delay the processing of a Pay Request. In most cases the **Discrepancy** will have to be resolved before processing of the pay estimate can be completed. Details of the **Discrepancy** will be report in the **Discrepancy** Window. The types of Discrepancies indicated are:

- **Deficient Payrolls:** the **Deficient Payrolls** checkbox indicates that a payroll report for the period covered is missing or incomplete.
- **Civil Rights Rpt. Discrepancy:** the **Civil Rights Rpt. Discrepancy** checkbox indicates that either a form MBE-2, MBE-3, WH-348 or PR-1391 for the period is missing or incomplete.
- **Items:** the **Items** checkbox indicates that a Discrepancy exists in either a work **Item** quantity or with a material report associated to an **Item**.
- **Other:** the **Other** checkbox indicates that a deficiency **Other** than those shown above exists.

“Click” on **Close**  button on the toolbar to exit.

Viewing the Estimate Summary

Exercise D-2-2-T Group Exercise

Log into SiteManager as update
Password pass

Navigate from the **Main Panel**:

“Double-Click” on **Contractor Payments (+)** icon

“Double-Click” on **Estimate (+)** icon

“Double-Click” on **Estimate Summary** icon

“Double-Click” on **Contract ID: R-90004**

“Double-Click” on **Estimate Number: 0004**

View **Estimate Summary** information

“Click” on the **Close** button located on the Toolbar.

Viewing Estimate Discrepancies

This section will explain how to view discrepancies on an estimate.

There are four types of Discrepancies associated with an estimate:

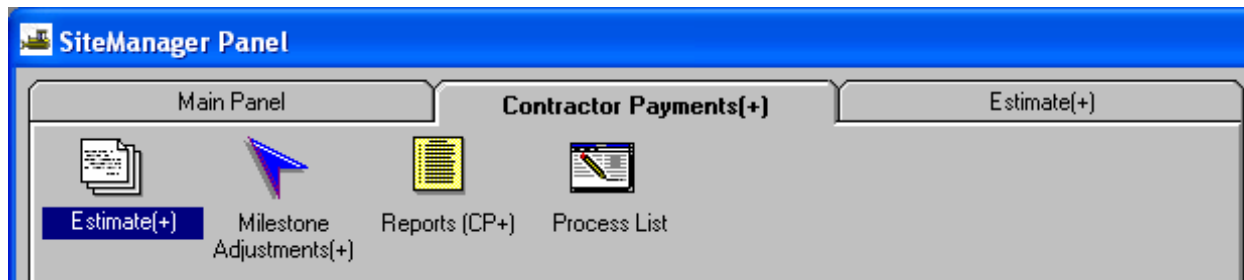
1. Material Test Discrepancy
2. Milestone Event Discrepancy
3. Checklist Event Discrepancy
4. Contract Completion Date Discrepancy

Before an estimate is approved, the user must either resolve the discrepancy and recalculate the estimate or override the discrepancy and add a remark in the remarks balloon explaining why the discrepancy is overridden.

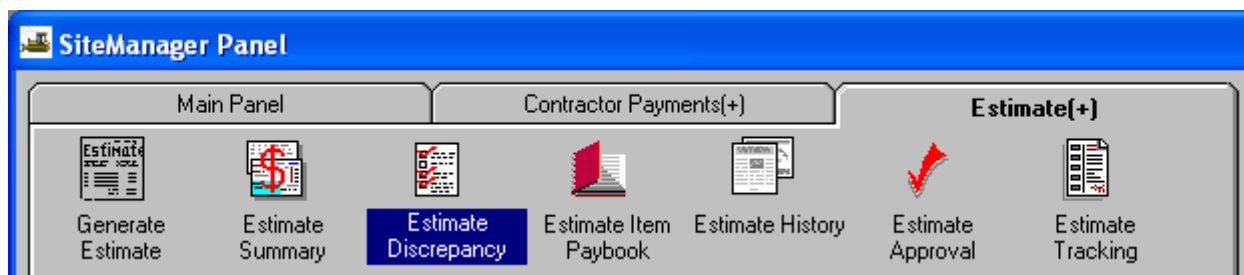
NOTE: All discrepancies must be resolved before the final estimate can be approved.



Double-click” on **Contractor Payments** located on the Main Panel.



“Double-click” on **Estimate (+)**.



“Double-click” on **Estimate Discrepancy**.

Select Contract and Estimate

Selection

Contract: R -90004
Estimate: 0002

Find :

Contract

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location
R -90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90007	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G

OK Cancel

The bottom panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** the **County** column shows the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column shows the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limit of the contract.

“Double-click” on the appropriate **Contract ID**.

Select Contract and Estimate

Selection

Contract: R -90004

Estimate: 0004

Find:

Estimate

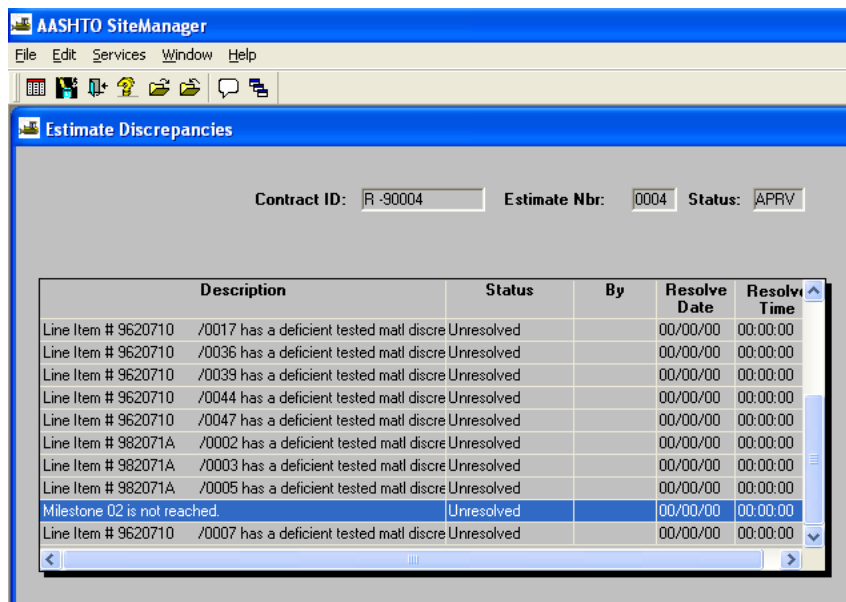
Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat
0005	\$985.00	09/26/07		00/00/00		00/00/00	PEND
0004	\$249.25	07/18/07	d90afaul	07/20/07	d90afaul	07/20/07	APRV
0003	\$2,980.80	08/18/06	d90bclip	09/06/06	d90bclip	09/06/06	APRV
0002	\$95,766.74	08/04/06	d90bclip	09/06/06	d90bclip	09/06/06	APRV
0001	\$25,375.37	07/18/06	d90bclip	08/23/06	d90bclip	08/23/06	APRV

OK Cancel

The **Select Estimate** screen appears containing to following information:

- **Estimate Number:** the pay estimate number for the data on this line.
- **Net Pay:** the **Net Payment** for this estimate
- **Period End Date:** the **Period End Date** is the final day of the estimate period.
- **PM User ID:** the **PM User ID** is the **SiteManager User ID** of the PE/S generating the **Estimate**.
- **PM Appr. Date:** the **PM Appr. Date** is the date the PE/S approved the estimate for payment.
- **Last Appr. User ID:** the **Last Appr. User ID** is the SiteManager User ID of the last (final) person approving the estimate for payment.
- **Last Appr. Date:** the **Last Appr. Date** is the date that the Last Approver consented to payment of the estimate.
- **Est. Stat.:** the **Est. Stat.** is the current status of the Pay Request. Status will be shown as either Approved (**APRV**) or Pending (**PEND**).

“Double-click” on the appropriate **Estimate Number**. If the estimate is already open, this step will be skipped.




The **Estimate Discrepancies** window opens containing the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract
- **Estimate Nbr:** the **Estimate Nbr** indicates the pay estimate currently being displayed.
- **Status:** the **Status** field indicates if the pay estimate being displayed has been Approved or not.

The Lower Panel contains columns for:

1. **Description:** a **Description** of the Discrepancy.
2. **Status:** **Status** of the **Discrepancy**. If it has been **Overridden** or is still **Valid**.
3. **By:** If the **Discrepancy** has been **overridden**, who authorized the **Override**.
4. **Resolve Date:** The **Date** the **Discrepancy** was resolved.
5. **Resolve Time:** **Time** the **Discrepancy** was resolved.

To view previous estimate discrepancies, “click” the “**Open**”  button on the toolbar.

Select Contract and Estimate

Selection

Contract: R -90004
 Estimate: 0004

Find:

Estimate

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat
0005	\$985.00	09/26/07		00/00/00		00/00/00	PEND
0004	\$249.25	07/18/07	d90aful	07/20/07	d90aful	07/20/07	APRV
0003	\$2,980.80	08/18/06	d90bclip	09/06/06	d90bclip	09/06/06	APRV
0002	\$95,766.74	08/04/06	d90bclip	09/06/06	d90bclip	09/06/06	APRV
0001	\$25,375.37	07/18/06	d90bclip	08/23/06	d90bclip	08/23/06	APRV

OK Cancel

“Double-click” the appropriate **Estimate Number**.

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File Edit Services Window Help

Navigation

Estimate Discrepancies

Contract ID: R -90004 Estimate Nbr: 0004 Status: APRV


Description	Status	By	Resolve Date	Resolve Time
Line Item # 9620710 /0017 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0036 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0039 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0044 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0047 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 982071A /0002 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 982071A /0003 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 982071A /0005 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Milestone 02 is not reached.	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0007 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00

Viewing Discrepancies: In order to navigate to the correct window to view the discrepancy, “click” on the discrepancy to be viewed.

“Click” the **Navigation** button.

Contract ID: R-90004 Estimate Nbr: 0004 Status: APRV

Description	Status	By	Resolve Date	Resolve Time
Line Item # 9620710 /0017 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0036 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0039 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0044 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0047 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 982071A /0002 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 982071A /0003 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Line Item # 982071A /0005 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00
Milestone 02 is not reached.	Unresolved		00/00/00	00:00:00
Line Item # 9620710 /0007 has a deficient tested matl discre	Unresolved		00/00/00	00:00:00

Any override must be supplemented with a remark. Notice that the Remarks  button has lines in it. This means that remarks have been made for the highlighted discrepancy.

Remarks (General Remarks) :

Enter in remarks as to why this material discrepancy has to be overridden.

0005 Status: PEND

Resolve Date	Resolve Time
12/13/07	10:54:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00
00/00/00	00:00:00

After the **Override** option is chosen from the drop-down list, the **Remarks (General Remarks)** screen will open. This screen can also be seen by “clicking” on the **Remarks** button located on the toolbar.

“Click” the **Remarks**  button to close the **Remarks** box.

“Click” the **Save**  button located on the toolbar.

“Click” the **Close**  button located on the toolbar.

Viewing Estimate Discrepancies

Exercise D-1-3-1-T

Group Exercise

Log into SiteManager as update

Password pass

Navigate from the **Main Panel**:

“Double-Click” on **Contractor Payments (+)** icon

“Double-Click” on **Estimate (+)** icon

“Double-Click” on **Estimate Discrepancy** icon

“Double-Click” on **Contract ID: R-90004**

“Double-Click” on **Estimate Number: 0004**

“Click” on appropriate **Estimate Discrepancies**

“Click” on **Navigations** button located on the Toolbar

View the discrepancies information on that page

“Click” on the **Close** button on the Toolbar (Returns to the **Estimate Discrepancies** page)

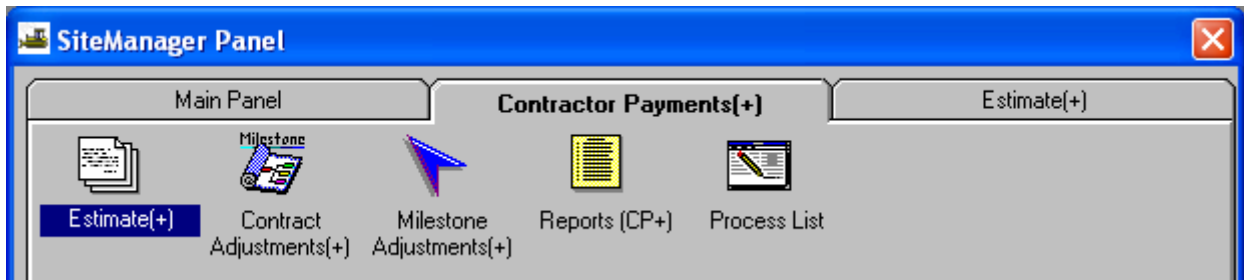
“Click” on the **Close** button on the Toolbar

Estimate Item Detail

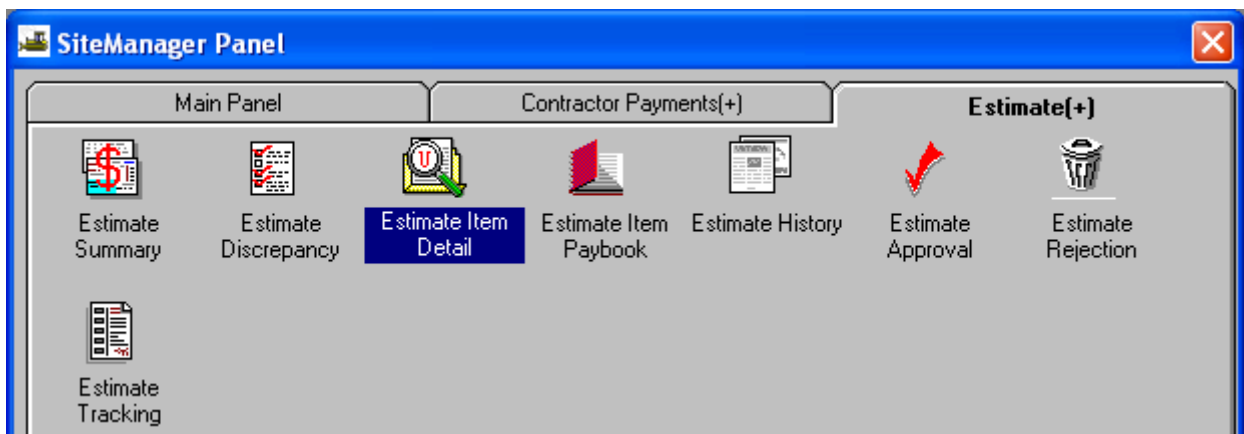
This section will explain how to review the current generated estimate. The **Estimate Item Detail** window displays the item quantities from authorized **Daily Work Reports**.



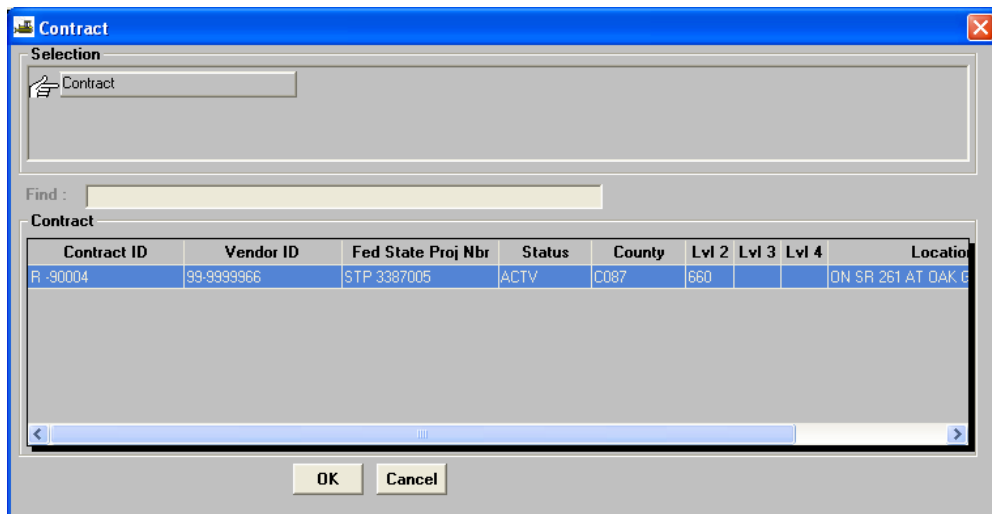
“Double-click” on **Contractor’s Payments (+)** located on the **Main Panel**.



“Double-click” on **Estimates**.



“Double-click” on **Estimate Item Detail**.



The **Contract Selection Panel** will appear with the following information:

The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the **County** where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of physical limits of the contract.

“Double-click” on the appropriate **Contract ID**.

If the contract is already open, this step will be skipped.

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File Services Window Help

Estimate Item Detail

Contract ID: R-90004 Estimate Nbr: 0005

Project Nbr	Line Item Number	Item Code	Item Description	Qty Installed This Est.	Amt Installed This Est.
9620710	0001	105-06845	CONSTRUCTION ENGINEERING	0	\$0.00
9620710	0002	105-07039	FIELD OFFICE, B	0	\$0.00
9620710	0005	110-01001	MOBILIZATION AND DEMOBILIZATI	0	\$0.00

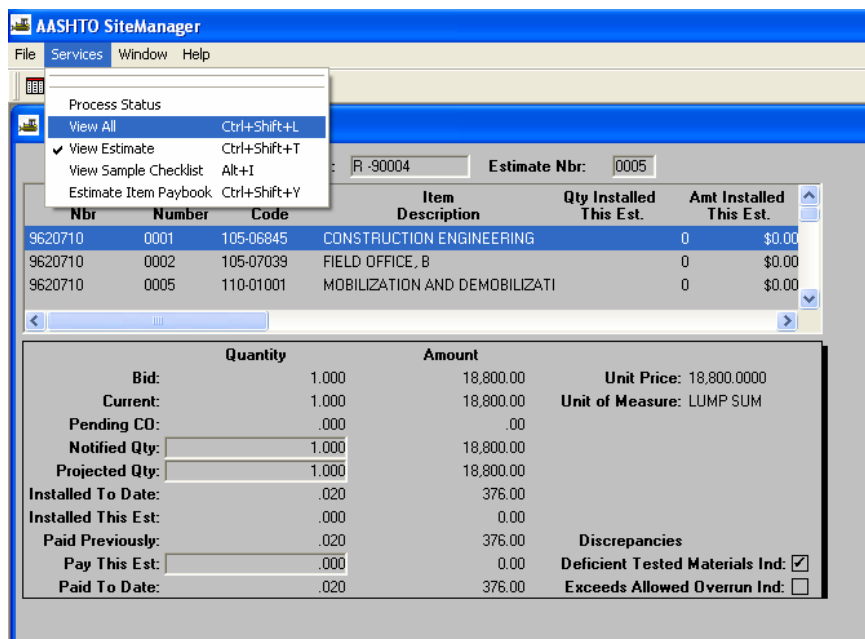
	Quantity	Amount	
Bid:	1.000	18,800.00	Unit Price: 18,800.0000
Current:	1.000	18,800.00	Unit of Measure: LUMP SUM
Pending CO:	.000	.00	
Notified Qty:	1.000	18,800.00	
Projected Qty:	1.000	18,800.00	
Installed To Date:	.020	376.00	
Installed This Est:	.000	0.00	
Paid Previously:	.020	376.00	Discrepancies
Pay This Est:	.000	0.00	Deficient Tested Materials Ind: <input checked="" type="checkbox"/>
Paid To Date:	.020	376.00	Exceeds Allowed Overrun Ind: <input type="checkbox"/>

The Top Panel shows all the items on the selected generated **Estimate**. To view all of the items scroll down.

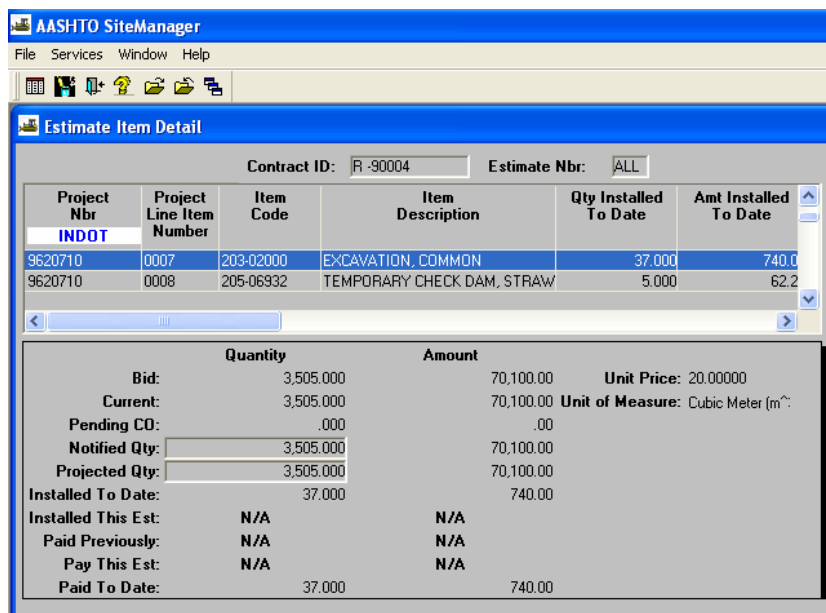
The Top Panel contains the following columns:

- **Project Nbr:** the **Project Nbr** is the identifier unique to the project.
- **Line Item Number:** the **Line Item Number** is the number from the contract that identifies this work item bid proposal.
- **Item Code:** the **Item Code** is the INDOT defined code that describes the work item.
- **Item Description:** the **Item Description** is the Title of the Item.
- **Qty Installed to Date:** the **Qty Installed to Date** is the sum of all quantities for this item authorized for payment as of the end date for Estimate or Estimates shown.
- **Amt Installed to Date:** the **Amt Installed to Date** is the dollar value of **Qty Installed to Date**.
- **Qty Reported to Date:** the **Qty Reported to Date** is the sum of all quantities for an item reported on all **DWR's** up to the end date of the estimate shown.
- **Qty Authorized to Date:** the **Qty Authorized to Date** is the sum of all approved quantities, as reported on approved **DWR's**, for an item up including those approved after the end date of the estimate shown.
- **Supplemental Description 1:** Not utilized by INDOT.
- **Supplemental Description 2:** Not utilized by INDOT.

“Click” on **Item Description** in the top panel to view the details for that **Item** in the Bottom Panel.



To view all contract items “click” on **Services**, then “click” on **View All**.



All the items on the contract appear in the top panel. “Scroll” down to view additional items.

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Estimate Item Detail

Contract ID: R-90004 Estimate Nbr: ALL

Project Nbr	Project Line Item Number	Item Code	Item Description	Qty Installed To Date	Amt Installed To Date
INDOT					
9620710	0007	203-02000	EXCAVATION, COMMON	37.000	740.00
9620710	0008	205-06932	TEMPORARY CHECK DAM, STRAW	5.000	62.20

	Quantity	Amount	
Bid:	3,505,000	70,100.00	Unit Price: 20.00000
Current:	3,505,000	70,100.00	Unit of Measure: Cubic Meter (m ³)
Pending CO:	.000	.00	
Notified Qty:	3,505,000	70,100.00	
Projected Qty:	3,505,000	70,100.00	
Installed To Date:	37.000	740.00	
Installed This Est:	N/A	N/A	
Paid Previously:	N/A	N/A	
Pay This Est:	N/A	N/A	
Paid To Date:	37.000	740.00	

The detailed information for individual items appears in the bottom panel.

Information provided in the bottom panel includes:

Columns for:

- **Quantity:** the **Quantity** column presents data on units of work or an item as defined by the **Unit of Measure**.
- **Amount:** the **Amount** column presents data on the dollar value of the units of work as defined by the **Unit Price**.

Lines are given for the following data:

- **Bid:** the **Bid** fields present the original (as bid) quantities and amount for the item.
- **Current:** the **Current** fields present the quantity and amount for an item as modified by approved Change Orders.
- **Pending CO:** the **Pending CO** field presents quantities and amounts for the item from unapproved change orders.
- **Notified Qty:** the **Notified Qty** is the point when if the Installed Quantity is equal to or Greater than, then the Project Manager will be notified.
- **Projected Qty:** the **Projected Qty** is the sum of the original bid quantity plus approved change order quantities plus pending change order quantities for a line item.
- **Installed to Date:** the **Installed To Date** fields is the sum of all quantities recorded on **DWR's** that are authorized on **Diaries** that have not been on a previous estimate and are posted on or before the current estimate date for a line item.
- **Installed this Est.:** the **Installed this Est.** field is the installed quantity of an item able to be paid on the current open estimate.

	Quantity	Amount	
Bid:	3,505.000	70,100.00	Unit Price: 20.00000
Current:	3,505.000	70,100.00	Unit of Measure: Cubic Meter (m ³)
Pending CD:	.000	.00	
Notified Qty:	3,505.000	70,100.00	
Projected Qty:	3,505.000	70,100.00	
Installed To Date:	37.000	740.00	
Installed This Est:	N/A	N/A	
Paid Previously:	N/A	N/A	
Pay This Est:	N/A	N/A	
Paid To Date:	37.000	740.00	

- **Paid Previously:** the **Paid Previously** field shows the sum of the quantities and amounts for an item paid on all previous estimates.
- **Pay this Est:** the **Pay this Est.** fields is the sum of all quantities recorded on **DWR's** that are authorized on **Diaries** that have not been on a previous estimate and are posted on or before the current estimate date for a line item.
- **Paid to Date:** the **Paid to Date** fields present the quantity and amount paid to date.

AASHTO SiteManager

File Services Window Help

Process Status

View All Ctrl+Shift+L

View Estimate Ctrl+Shift+T

View Sample Checklist Alt+I

Estimate Item Paybook Ctrl+Shift+Y

R-90004 Estimate Nbr: ALL

Nbr	Line Item Number	Code	Item Description	Qty Installed To Date	Amt Installed To Date
9620710	0007	203-02000	EXCAVATION, COMMON	37.000	740.0
9620710	0008	205-06932	TEMPORARY CHECK DAM, STRAW	5.000	62.2

	Quantity	Amount	
Bid:	3,505.000	70,100.00	Unit Price: 20.00000
Current:	3,505.000	70,100.00	Unit of Measure: Cubic Meter (m ³)
Pending CD:	.000	.00	
Notified Qty:	3,505.000	70,100.00	
Projected Qty:	3,505.000	70,100.00	
Installed To Date:	37.000	740.00	
Installed This Est:	N/A	N/A	
Paid Previously:	N/A	N/A	
Pay This Est:	N/A	N/A	
Paid To Date:	37.000	740.00	

“Click” on **Services**, then “click” on **View Estimate** to return to the generated estimate information.

AASHTO SiteManager

File Services Window Help

Estimate Item Detail

Contract ID: R-90004 Estimate Nbr: ALL

Project Nbr	Project Line Item Number	Item Code	Item Description	Qty Installed To Date	Amt Installed To Date
INDOT					
9620710	0007	203-02000	EXCAVATION, COMMON	37.000	740.00
9620710	0008	205-06932	TEMPORARY CHECK DAM, STRAW	5.000	62.20

	Quantity	Amount	Unit Price	Unit of Measure
Bid:	3,505.000	70,100.00	20.000000	
Current:	3,505.000	70,100.00		Cubic Meter (m ³)
Pending CD:	.000	.00		
Notified Qty:	3,505.000	70,100.00		
Projected Qty:	3,505.000	70,100.00		
Installed To Date:	37.000	740.00		
Installed This Est:	N/A	N/A		
Paid Previously:	N/A	N/A		
Pay This Est:	N/A	N/A		
Paid To Date:	37.000	740.00		

Individual items on estimates that have been generated, but not approved, can be reviewed in this window.

The top panel requires the user to scroll to view all items and details of these

“Click” on the **Close**  button located on the toolbar.

Estimate Item Detail

Exercise D-1-4-T Group Exercise

Log into SiteManager as d90bclip

Password pass

Navigate from **Main Panel**:

“Double-Click” on **Contractor Payment (+)** icon

“Double-Click” on **Estimate (+)** icon

“Double-Click” on **Estimate Item Detail** icon

“Double-Click” on **Contract ID: R-90004**

“Click” on **Item Description: Excavation, Common**

To view all Estimates:

“Click” on **Services** located on the Toolbar

“Click” on **View All**

Review all items associated to the Contract

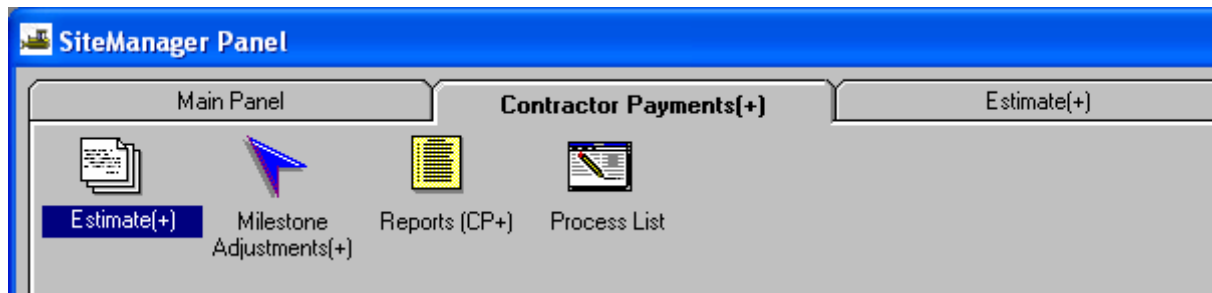
“Click” on **Close** located on the Toolbar.

ESTIMATE ITEM PAYBOOK

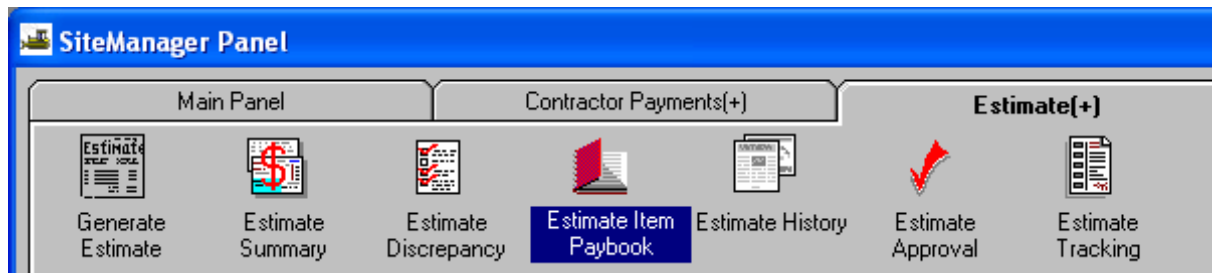
This Estimate Item Paybook is a view only window showing the payment history for a Contract Item. The Estimate Item Paybook window displays the item quantities from authorized Daily Work Reports.



To view this window, “double-click” on **Contractor’s Payments (+)** located on the Main Panel.



“Double-click” on **Estimate (+)**.



“Double-Click” on the **Estimate Item Paybook** icon.

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location
R -90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90007	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G

The **Contract Selection Panel** will appear with the following information:

The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of actual limits of the contract.

“Double-Click” on the appropriate **Contract ID**, if not previously selected.

Select Contract and Line Item

Selection

Contract: R-90004

Line Item:

Find:

Line Item

Cont Id	Prj Nbr	Project Line Nbr	Item Cd	Desc	Su
R-90004	9620710	0004	106-03289	QUALITY ASSURANCE ADJUSTMENT	
R-90004	9620710	0005	110-01001	MOBILIZATION AND DEMOBILIZATION	
R-90004	9620710	0006	201-52370	CLEARING RIGHT OF WAY	
R-90004	9620710	0007	203-02000	EXCAVATION, COMMON	
R-90004	9620710	0008	205-06932	TEMPORARY CHECK DAM, STRAW BALES	
R-90004	9620710	0009	205-06933	TEMPORARY DITCH INLET PROTECTION	

OK Cancel

The **Select Line Item** window appears.

In the Bottom Panel are columns for:

- **Cont ID:** the **Cont ID** column is **Contract ID** for each line.
- **Prj Nbr:** the **Proj Nbr** is the Project Number of the line item
- **Ln Itm Nbr:** the **Ln Itm Nbr** is the **Line Item Number**.
- **Item Cd:** the **Item Cd** is the Item Code for the work activity under this item.
- **Desc:** the **Desc** is the **Description** or Title of the Item.
- **Supplemental Description 1:** for items added by Change Order this will provide additional description of the item.
- **Supplemental Description 2:** for items added by Change Order this will provide additional description of the item.
-

“Double-click” the appropriate **Prj. Nbr** with the associated **Ln Itm Nbr**.

AASHTO SiteManager

File Services Window Help

Estimate Item Paybook

Contract ID: R-90004 Prj Nbr: 9620710 Ln Itm Nbr: 0007

Prj Nbr	Cat Nbr	Ln Itm Nbr	Item Code	Item Description
9620710	0001	0007	203-02000	EXCAVATION, COMMON


Estimate Nbr	Period End Date	Approver User ID	Approval Date	Total Amt.	Adjmnt (+)	Adjmnt (-)
0004	07/18/07	d90afaul	07/20/07	40.00	.00	.00
0005	09/26/07		00/00/00	700.00	.00	.00

NOTE: The Item payment history displays in chronological order meaning the oldest Estimate Item displays on the first row. Thus, it is possible that the last row has yet to be paid.

Also, contract items that have not been on an estimate will not appear in the Paybook.

The Lower Panel has the following columns:

- **Estimate Nbr:** the **Estimate Nbr** is the sequential Project Pay Estimate for the data presented
- **Period End Date:** the **Period End Date** is the closing date for the **Estimate Nbr** given above.
- **Approver User ID:** the **Approver User ID** is the SiteManager **User ID** of the PE/S approving the estimate.
- **Approval Date:** the **Approval Date** is the date the pay estimate was approved by the PE/S.
- **Total Amt.:** the **Total Amt.** is the amount paid for the Line Item on the Pay Estimate.
- **Adjmnt (+):** the **Adjmnt (+)** is the sum of all positive adjustments to line item on the pay estimate.
- **Adjmnt (-):** the **Adjmnt (-)** is the sum of all negative adjustments to line item on the pay estimate.

“Click” the **Open**  button on the toolbar to select another item.

Repeat this process until appropriate items have been viewed.

“Click” the close  button located on the toolbar.

Estimate Item Paybook

Exercise D-5-T Group Exercise

Log into SiteManager as d90bclip
Password pass

Navigate from the **Main Panel**:

“Double-Click” on **Contractor Payments (+)** icon

“Double-Click” on **Estimate (+)** icon

“Double-Click” on **Estimate Item Paybook** icon

“Double-Click” on **Contract ID: R-90004**

“Double-Click” on **Prj Nbr:9620710** with the associated **Ln Itm Nbr:0036**

View the information for **Ln Itm Nbr: 0036 Safety Metal End Section, 6:1, 375mm**

“Click” the **Open** button located on the Toolbar

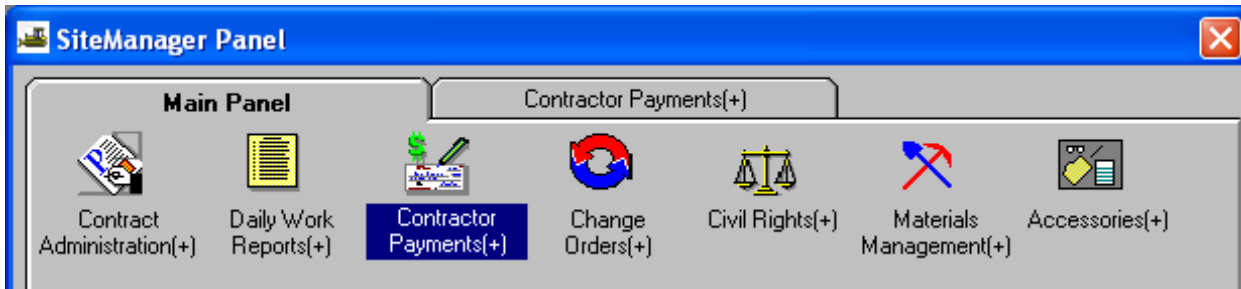
“Double-Click” on **Prj Nbr: 9620710** with the associated **Ln Itm Nbr: 0007**

View the information for **Ln Itm Nbr: 0007 Excavation, Common**

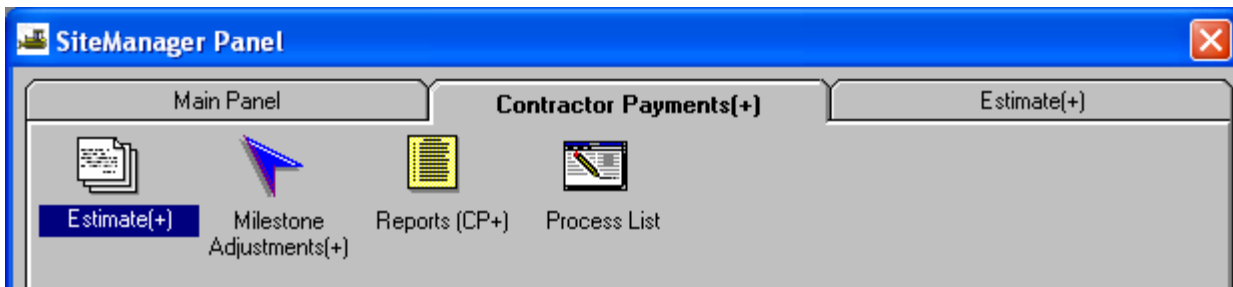
“Click” on the **Close** button located on the Toolbar.

Status of an Estimate (History)

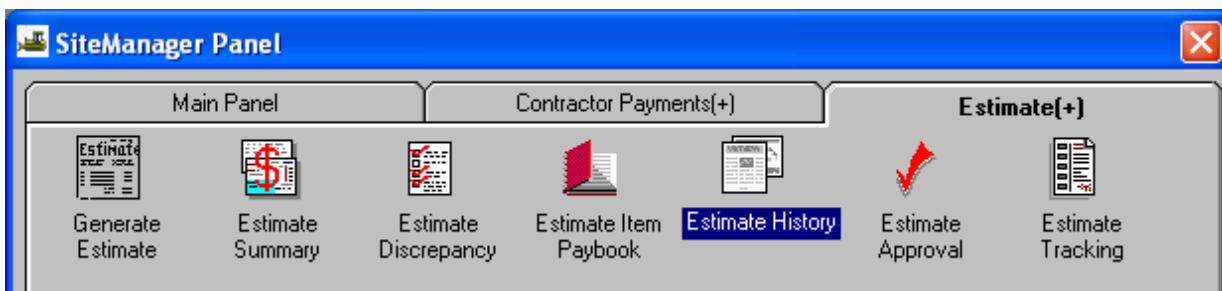
This section will explain how to check the status of an estimate after it has been generated, approved or rejected.



“Double-click” on **Contractor Payments (+)** from the Main Panel.



“Double-click” on **Estimate (+)**.



“Double-click” on **Estimate History**.

The screenshot shows a window titled "Contracts" with a "Selection" panel at the top containing a "Contract" field with the value "R -90004". Below this is a "Find:" search bar. The main area is a table with the following data:

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location
R -90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R -90007	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G

At the bottom of the window are "OK" and "Cancel" buttons.

The **Contract Selection Panel** will appear with the following information:

The Bottom Panel contains columns for:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of physical limits of the contract.

“Double-click” on the appropriate **Contract ID**. If the contract is already open, this step will be skipped.

AASHTO SiteManager

File Services Window Help

Estimate History

Contract ID: R-90004 Description:

Estimate Number	Net Pay	Period End Date	PM User ID	PE/S Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0005	\$985.00	09/26/07	d90afaul	00/00/00		00/00/00	PEND	PROG
0004	\$249.25	07/18/07	d90afaul	07/20/07	d90afaul	07/20/07	APRV	PROG
0003	\$2,980.80	08/18/06	d90bclip	09/06/06	d90bclip	09/06/06	APRV	PROG
0002	\$95,766.74	08/04/06	d90bclip	09/06/06	d90bclip	09/06/06	APRV	PROG
0001	\$25,375.37	07/18/06	d90bclip	08/23/06	d90bclip	08/23/06	APRV	PROG

Information about the estimate can be viewed.

Columns shown are:

- **Estimate Number:** the **Estimate Number** is the sequential Pay Estimate Number for the data shown. The starting estimate is on the first row.
- **Net Pay:** the **Net Pay** is the amount paid to the contractor for the estimate.
- **Period End Date:** the **Period End Date** is the end date for the estimate period.
- **PM User ID:** the **PM User ID** is the SiteManger ID for the person approving the pay estimate.
- **PM Appr. Date:** the **PM Appr. Date** is the date the PE/S approved the pay estimate for payment.
- **Last Appr. Date:** the **Last Appr. Date** is the date final approval is given to make the payment to the contractor.
- **Est Stat:** the **Est Stat** is the Estimate Status Type as defined by the list given below.

INAP	Initial Appr(s) Given (Need Pymt Appr)
INVD	Invalid (DWR unavailable)
APRV	Payment Approval Given
PEND	Pending Approvals (estimate is generated, awaiting approvals)
MINM	Estimate Approved, Payment is below Minimum
RJCT	Rejected
- **Est Type:** the **Est Type** is the Estimate Type as defined by the list given below.

FINL	Final Estimate
PROG	Progress Estimate
SUPL	Supplemental Estimate

“Click” on the **Close**  button on the toolbar to exit.

History - Checking the Status of an Estimate

Exercise D-1-6-1-T Group Exercise

Log into SiteManager as d90afaul

Password pass

Navigate from the **Main Panel**:

“Double-Click” on **Contractor Payments (+)** icon

“Double-Click” on **Estimate (+)** icon

“Double-Click” on **Estimate History** icon

“Double-Click” on **Contract ID: R-90006**

Information about the Contract Estimates can be viewed

“Click” on the **Close** button located on the Toolbar.